

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date		Application Number
February 16, 1982	Ga. Department of Agriculture	74-281-A
Application Nurpber	Animal Industry - Animal Disease Eradication Section	Date Received Date Completed
2/8	19 Capitol Sq., Atlanta, Ga. 30334	FEB 1 9 1982 MAR 3 1982
2. Person to Contact	Working Title	Telephone Number
John A. Cobb, D.V.M.	State Veterinarian	656–3671
B. Action Requested a. □ Establish Retention S b. □ Dispose of present ac c. XX Amend Application S I. Dates of Series Earliest Latest C. Division and Office Function The Section administed Accreditation, Herd (and Brucellosis in Carequesting certification affidavit for certification, accreditation, accreditation, and re-accreditation, accreditation, accreditati	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No. <u>74-281-A</u> Check One: X Change; Superced 5. Records Series Title (followed by title used in office; if did Cattle Herd Laboratory Test Files	de;
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	imbers and titles, if any):
Documents relating to:		
C	attle Herd Laboratory Tests	
Brucello Tubercu Permit Delinqu Corresp	tion to Perform Services - BD-15 osis Test Recrods - ANH 4-33 & ANH 4-54 losis Test Recrods - ANH 6-22 to Move Disease Animals - Form Ga. 27 ent Herd Report - BD-25 ondence ine (no Number)	
File is arranged: A1ph	abetically by farm or by herd owner	
8. Monthly Reference Rate	How often are records referred to which are:	
	daily; Seven to twelve months old 200; Thirteen to	
9. Annual Rate of Accumulati	er <u>200</u> ? Files most active until Her	ra is indainatea.
	; Legal-size drawers; Shelves;	Other (specify)
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YES	NO	10. Questionnaire	(Place an "X" in the proper of	xolumn)	
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<u> </u>	X	years. the of limitation years. the of limitation years. years. years. e. Administrative need 15 years. years. copy or excert of laws or regulations. Explain administrative need. Files contain history of herd mals. Animals live to be 15 years old; therefore, files must be kept for life an individual animal in order to have a complete health profile. This agency recommends that the file series be cut off at the end of each: Calendar Year; Fiscal Year; Other see below then, In the current files area month(s) 7 year(s); then Sifer to local holding area; hold year(s); then sifer to State Records Center; hold 8 year(s); then for (Specify) accordance with provisions of USDA's uniform methods and rules, each herd must tested and accredited as being free of tuberculosis each 6 years. All Designee (Signature) Date Records Management Officer (Signature) Date State Records Committee (Signature) Date State Records Committee (Signature) Date State Records Committee (Signature) Date			
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	c, rea	a. Is this the official copy of the series? If not, where is it? b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. c. Is this a vital record? d. Does this series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? J. Is the information contained in this series ever analyzed and/or recorded in a summarized report? J. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. J. Is the information contained in this series in your office, or in another office or agency? If yes, where? J. Is this instens for a major portion of file repularly microfilingd? J. Does the record series result in a computer printout? Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires to be kept: Into Requirements The following requires besires be kept: Into Requirements The following requires besires be kept: Into Requirements The following requires the series to be kept: Into Requirements The following requires the following requires and the fol			
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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

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INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to

Department of Archive Attention: Scheduling	es and History, Records Management Division, Section.	330 Capitol Avenue, Atlanta, Georgia, 30334,
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date		Application Number
February 27, 1978	Ga. Department of Agriculture	************ **プロン か 巻き込み *****
Application Number	Animal Industry - Animal Disease Eradication Section	Date Received Culification Date Completed
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2. Person to Contact	*************************************	tle
John A. Kimsey, D.		Veterinarian as solvente de 656-3667
3. Action Requested	Jose 8d or serial entroper 2	
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c. 2 Amend Application	No. 74-981 Check One: 🛛 Change,3-1	Supercede: [] Void Holston Constant in SuperSuit
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6. Division and Office Function	What is the function of the Division and t	the Office in which this record series is created?
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	ters the Livestock Health Rules and	
	Certification, and Validation. It	
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7. Record Series Description	This file contains the following documents (incl	lude form numbers and titles, if any):
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Documents relating to: C.	attle Herd Laboratory Tests	
Included are: Applicat	ion to Perform Services - BD-15	and the second s
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twenty-five months and older Annual Rate of Accumulation	? Files most active	Thirteen to twenty-four months old200

(Over)

AR-50-71; Rev. 76

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;	Х	h.		cation of this se	eries in your office	e, or in anot	her office or a	agency?	
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STATE OF

Application for RECORDS DISPOSITION STANDARD

OFFICE OF EBCRETARY OF STATE
DEPARTMENT OF ABCRIVES & BISTORY
RECORDS MANAGEMENT DIVISION

GEORG IA	KECOKOS DISPOSITION STANDAKO	RECORDS MANAGEMENT DIVISION	
1. Application Date July 29, 1974 2. Agency Application No. 145	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	- 11 - 0 :	
Georgia Department Animal Industry - A	of Agriculture unimal Disease Eradication Section	Dr. James Andrews	>
Atlanta, Georgia	July 29, 1974 front and reverse of this form. Sign original and two copies and forward to Department of Archives and Mistory, Attention Associated Received Application No. Date Completed and forward to Department of Archives and Mistory, Attention Associated Received Received Application No. Date Completed and forward to Department of Archives and Mistory, Attention Accidence of Archives and Mistory, Attention By Hunter St., S. W. Atlanta, Georgia 30334 CTION REQUESTED TO AMEND STANDARD 394, December 4, 1972 ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. DISPOSE OF PRESENT ACCUMULATION; RECORD WILL CONTINUE TO ACCUMULATE. DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED. Carliest & Latest Dates of Series 1956 to Date CATTLE HERD LABORATORY TEST FILES What is the function of the office in which this record series is created?		
	POSITION STANDARD; DISP	OSE OF PRESENT ACCUMULATION	
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	of the office in which this record s		
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The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in Cattle, and Brucellosis in Swine; receives affidavit from herd owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or revalidation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversity date each year after first qualifications.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to Cattle Herd Laboratory Tests

Included are: Application to Perform Services - BD-15

Brucellosis Test Records - ANH 4-33 & ANH 4-54

Tuberculosis Test Records - ANH 6-22

Permit to Move Disease Animals - Form Ga. 27

Brucellosis Calfhood Vaccination Records - ADE-4-24

Delinquent Herd Report - BD-25

Correspondence

Quarantine (no number)

Files are arranged alphabetically (no number)

by farm or by owner. ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Pt. of Records	·	No. of	Drawers	Cu. Pt. of Records	
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